



## Michigan Supreme Court

State Court Administrative Office  
Judicial Information Systems  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, Michigan 48909  
Phone (517) 373-8777

Marcus F. Dobek, Director  
Judicial Information Systems

### MEMORANDUM

DATE: October 5, 2005

TO: JIS Court Administrators

FROM: DCS Team

RE: Suggested Change for Requesting Assessment Adjustment Report

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In the past we have recommended that you request the Assessment Adjustment Report each day after all registers have been closed for the day. In order to assure that all adjustments for the day are reflected on the report, including adjustments which may occur through the Traffic/Criminal Disposition screen after cash has closed for the day, we are changing our suggestion regarding the requesting of this report.

The report should still be requested on a daily basis, but rather than requesting it for the current date, it should be requested for the previous business day. In addition, a date range should be specified to cover any holidays and/or weekends. For example, on Monday, October 3, the report should be requested for the period of Friday, September 30 through Sunday, October 2. Since this report is used primarily as an auditing tool instead of a balancing tool, it could still be requested when requesting the other cash reports, by simply changing the date or date range the report will cover.

We are considering programming changes in the future which would remove the automatic placement of the current date for that report.

If you have questions regarding this recommended procedure change, please feel free to contact the Help Desk at 888.339.1547.

cc: Charlene McLemore, Supreme Court Auditor  
Renate Anderson, Supreme Court Auditor  
Lee Pochert, Supreme Court Auditor